



Job Description: **Awards Committee**

April 10, 2024

The Tire Society
301 Concourse Blvd, Suite 210
Glen Allen, VA 23059

www.tiresociety.org

Phone: 785-865-9403, Email: tst.ks@kwglobal.com

Who:

- **Chair:**
 - Tire Society member
 - Appointed by: Executive Committee
 - Reports to: President
 - Length of term: 2 years or longer

- **Committee Member:**
 - Tire Society member
 - Appointed by: Awards Committee Chair
 - Reports to: Awards Committee Chair
 - No specific term

Mission: Advance the Tire Society conference by encouraging and rewarding high-quality presentations and by acknowledging persons with outstanding services to the Society or the tire industry as nominated by the Executive Committee.

Chair Responsibilities:

- Recruit Awards Committee members.
- Recruit judges for Student paper and poster awards.
- Manage / publish rules for awards processes with the concurrence of the Executive Committee.
- Act as Master of Ceremonies at Awards Banquet.
- Manage timely production and distribution of awards and presenter certificates, including special technical achievement and service awards.
- Arrange shipment of awards to presenters when necessary.
- Inform Treasurer of expected expenses for awards. Treasurer to present to Executive Committee for approval.
- Inform the Executive Committee of awards winners.

Committee Member Responsibilities:

- Attend conference and vote on each presentation.
- Assist the Chair in distributing and collecting awards ballots at the conference.
- Assist the Chair regarding award selection when requested.
- Student paper / poster judges:
 - Read student papers and grade them per judging rules.
 - Grade student presentations and/or posters at the conference as assigned.